

Urban Alliance Job Description

Program: Momentum

Job Title: Employment Coordinator/Job Developer

The Momentum Urban Employment Program is a community-based employment readiness and life skills development program that connects unemployed and underemployed individuals with employment opportunities through classroom training, life-coaching and networking with local agencies and business partners. Momentum is specifically designed to assist marginalized people with significant barriers to success in overcoming these barriers to gain self-sufficiency.

Position Overview: This individual assists in meeting monthly and annual program goals and objectives including number of persons placed into employment and retention. This position requires the ability to work with business professionals that make hiring decisions as well as job seekers. In support of team efforts, they will also assist with facilitating classes, resume writing, interviewing, and image development.

What we are looking for in a Team Member:

- A belief that everyone wants to succeed and that everyone deserves another chance to do so.
- A belief that people can change and that true relationship is the basis for empowering that change in others.
- A compassion and positivity that is energized by helping others transform their lives.
- An unwavering commitment to excellence and a drive and initiative to get things done.
- A belief in the value of diversity and equity and a desire to combat systemic racism in our world.
- A broad and diverse knowledge of generational poverty and its effects upon a person.
- A willingness to have the difficult conversations while remaining vulnerable, caring and objective.
- A value for open mindedness and a hunger to grow that result in a coachable spirit.

Qualification: Bachelor degree in Education, Business, Marketing, Consultative Sales, Human Resources or other related field, combined with at least three (3) years of experience. Five (5) years of workforce development experience, preferred. Must possess a proven record working effectively with organizations to influence change, improve process, and deliver results under aggressive deadlines and changing priorities.

- Excellent interpersonal, organizational, time management, leadership and development skills.
- Strong communication skills; both written and verbal, utilizing proper English and grammar.
- Must be able to connect with diverse groups of people in a collaborative environment.
- Ability to work effectively one-on-one, as well as facilitate group presentations and discussions.
- Effective listener with the ability to provide solutions based on partner company's needs.
- Experienced in developing professional presentations and influencing key decision makers.
- Experience in Employment Readiness including resume writing, interviewing and image development.
- Proficient in MS Office including Word, Excel, PowerPoint and Google open office products.
- Experienced in operating Salesforce or other Customer Relationship Management Software.

Responsibilities include:

- Coaching participants through the hiring process based on their qualifications, experience, training and companies hiring criteria.
- Facilitate corporate trainings on human resource best practices and cultural competency.
- Operate as an advocate for individuals to employers and act in their best interest.
- Facilitate employment readiness and life skills classes.
- Prospect companies through online job boards, attending job fairs, cold calling, interacting with networking groups, sometimes outside of normal working hours, and developing referral sources.
- Maintain information on companies and area employment trends.
- Visit area companies to perform needs based assessments to determine current recruitment and training needs to determine fit to work with the organization.
- Maintain relationships with existing Momentum Business Network members through regular contact.
- Develop proposals and presenting Momentum Business Network Memberships to qualified companies.
- Provide coaching to participants and helping them to further develop their marketable skills and job experience.
- Track participant status on employment and retention; help maintain personnel files, case notes on student progress, and coordinating communication with other staff members.

Reporting: Reports to the Director of Momentum

Compensation & Time Commitment: The position will be full-time, salaried exempt. 8:30am to 4:30pm, daily.

Deadline: Postings will be live until filled.

****To Apply:** Apply at the following link--

<https://www.indeed.com/jobs?q=Employment%20Coordinator&l=Kalamazoo%2C%20MI&vjk=6caf5983acd6f937>

*****Attention:** Upon submission of an application, an automated email will be sent to you with an invitation to participate in a recorded phone interview. YOU MUST COMPLETE THIS INTERVIEW TO BE CONSIDERED FOR EMPLOYMENT.